

Adopted – Sept. 28, 1999



I. Vision/Vision Principles/Goals

- Understanding and experiencing the value of the City Council's retreat
- Input/commitment to the vision and vision principles
- Input into annual goal-planning to establish short-term goals
- Learning how to use the vision, vision principles and goals to achieve City Council's desired ends
- Understanding the role of citizen participation and how to use the information for good community decision-making

II. Working Effectively With/Appreciating Other Council Members

- Using the MBTI (type) to understand others
- Learning not to take things personally
- Finding out who people are, versus who others say they are
- Moving from reacting based on position to involvement with the group

III. Citizen Response

- Acquiring values that will assist in appropriate citizen response (i.e. honesty, always respond, give intended action, follow-up)
- Learning who to contact in the City organization
- Learning what to do and what not to do
- Learning how to evaluate and prioritize ceremonial demands and how to refer to others
- Learning to effectively represent one's personal view and the Council's view

IV. Planning

- Understanding of the elements of the City's Comprehensive Plan (when developed)
- Understanding of City's internal strategic planning process (when developed)
- Understanding the Regional Renaissance effort

V. Financial Planning and Management

- Developing a full picture of financial management appropriate for elected officials, including:
 - Understanding sources of revenue, revenue patterns and projections
 - Understanding how funds are set up and utilized
 - Understanding funding, including one-time and recurring expenditures and terms such as "fully reimbursable"
 - Developing an ability to review the City's financial condition based on quarterly reporting

VI. Council Process

- Using parliamentary procedure
- Using strengths to facilitate discussion, processes, and committee assignments
- Having an awareness of conflict of interest issues
- Knowing implications of Freedom of Information Act and the impact on meeting protocol and reporting
- Understanding the media, how to have effective relationships, and how to frame comments
- Understanding the agenda process/terms (i.e. consent agenda, number of readings)
- Knowing State Code requirements related to Council processes

VII. Structure of Government/Organization

- Understanding wards, at-large representation, and how to effectively represent all citizens
- Knowing the City organizational structure
- Knowing the Council standing committee structure and how to effectively use it
- Understanding the Council's role and philosophy in committee and commission appointments

VIII. School Board Relations/Process

- Understanding the relationship between Council and School Board, including policymaking and funding
- Developing and maintaining effective operating guidelines or 'means' agreements with the City School Board
- Developing approaches that seek and use ideas from other localities to enhance City/School relationships

IX. Operational Issues

- Understanding operational issues including Council salaries, travel guidelines, paperwork, attendance, computers, and support